

THE GILMORE

Irving S. Gilmore International Keyboard Festival

Development Officer

The biennial Gilmore Festival, held in venues across west Michigan, is recognized as America's most prestigious piano music festival while the Gilmore Artist Award and Gilmore Young Artist Award program is regarded as a leading international force in the advancement of pianists' careers.

The Gilmore is the nonprofit organization that was developed to administer the Gilmore Awards and to foster a passion for keyboard music and artistry through:

- Biennial world-class festival devoted to keyboard music – classical, jazz, chamber
- Awards for pianists based on a non-competitive selection process
- Year-round music education programs in schools and the community
- Rising Stars and Piano Masters Concert Series
- Commissioning of new music for piano

Located in downtown Kalamazoo's Epic Center that is home to eleven arts organizations, The Gilmore offers a creative and challenging environment. Our staff of nine is cohesive and hard-working and values humor. We are seeking a highly motivated, energetic, articulate, sales-oriented person to join our team and contribute at a high level consistent with the organization's reputation and standards. This full-time position offers a competitive salary and benefits and opportunity for advancement.

Responsibilities:

The Development Officer reports to the Director of Development and is responsible for corporate sponsor cultivation and solicitation; annual campaigns; donor recognition and benefits fulfillment; coordination of grant proposals and reports; advanced ticket sales for Gilmore donors; assistance with special events pertaining to donors; and special projects as assigned by the Director of Development. During the biennial, three-week-long Gilmore Keyboard Festival, all staff members participate to ensure the smooth operation of the Festival.

Requirements:

Bachelor's degree and a minimum of three years of experience in fundraising, marketing or sales with proven record of success. Superior written, verbal, organizational and interpersonal skills with an understanding of budgeting and finance. Able to engage professionally with all levels of staff, donors, and the public. Proficient in Microsoft Office Suite; experience with Donor 2 or Raiser's Edge fundraising software preferred. Fundraising experience highly preferred.

How to Apply:

Please send cover letter, resume and salary requirements to:

Gilmore Keyboard Festival Attn: Alice Kemerling, Assistant Director and Director of Development, 359 South Kalamazoo Mall, Suite 101, Kalamazoo, Michigan, 49007 or Fax (269) 342-0968 or E-mail akemerling@thegilmore.org.

thegilmore.org

Equal Opportunity Employer M/F